

Name: _____

Computer Business Applications

Directions:

Evaluate the student by checking the appropriate number or letter to indicate the degree of competency. The rating for each task should reflect **employability readiness** rather than the grades given in class.

Rating Scale:

- 3 Mastered** – can work independently with no supervision
- 2 Requires Supervision** – can perform job completely with limited supervision
- 1 Not Mastered** – requires instruction and close supervision
- N No Exposure** – no experience or knowledge in this area

Note: Minimum keyboarding experience is required. Duty bands and competencies do not need to be taught in any particular order. Competencies completed will depend on the length of the course.

3	2	1	N	A. Apply Input Methods	Notes:
				1. Demonstrate improvement in speed and accuracy of keyboarding	
				2. Demonstrate proper keyboarding technique	
				3. Demonstrate ability to use voice recognition software	
				4. Identify proper ergonomic principles	
				Other:	

3	2	1	N	B. Execute Basic Computer Operations	Notes:
				1. Use system utilities	
				2. Use program interface (e.g., menu items, toolbars, dialog boxes)	
				3. Manage files	
				4. Format disks	
				5. Copy disks	
				6. Transfer files	
				7. Identify resources to obtain assistance (e.g., Help menu, software manual, Web site)	
				8. Perform basic printer functions (e.g., load paper, change cartridge)	
				9. Scan for viruses	
				10. Demonstrate proper network user procedures and protocol (e.g., logging on, saving to network)	
				11. Identify security issues related to computer hardware, software, and data	
				12. Identify file formats and extensions	
				13. Perform basic troubleshooting and maintenance	
				14. Determine appropriate software applications for tasks	
				Other:	

3	2	1	N	C. Use Word Processing Applications	Notes:
				1. Demonstrate correct use of word processing terminology	
				2. Identify a variety of word processing programs	
				3. Create and format business documents	
				4. Store and retrieve documents	
				5. Set printer specifications	
				6. Proofread and edit copy	
				7. Enhance documents (e.g., bold, bullets)	
				8. Prepare single envelope	
				Advanced:	
				9. Create tables	
				10. Create mail-merge documents	
				11. Create macros	
				12. Create and manipulate graphics	
				13. Create documents using templates	
				14. Develop templates	
				15. Convert word processing document to HTML	
				16. Create hyperlinks within document	
				17. Create master document including table of contents and index	
				18. Prepare multiple envelopes and labels	
				19. Develop multilevel outline	
				20. Demonstrate use of enhancement features (e.g., borders, lines, shading)	
				21. Demonstrate use of automatic features (e.g., AutoCorrect)	
				22. Create business documents using advanced word processing features (e.g., headers, footers, graphics)	
				Other:	

3	2	1	N	D. Use Spreadsheet Applications	Notes:
				1. Demonstrate correct use of spreadsheet terminology	
				2. Create spreadsheets	
				3. Design spreadsheets	
				4. Edit spreadsheets	
				5. Create basic formulas with addition, subtraction, multiplication, and division	

				6. Format cell contents (e.g., font, color, alignment, shading, decimal)	
				7. Format columns and rows	
				8. Use basic functions (e.g., sum, total, average)	
				9. Create charts and graphs	
				10. Determine validity of spreadsheet results	
				11. Interpret spreadsheet data	
				12. Set print specifications for formulas, graphs, worksheets, etc.	
				13. Incorporate spreadsheets in word processing documents	
				Advanced:	
				14. Link spreadsheet data	
				15. Analyze validity of spreadsheet data	
				16. Create spreadsheet macros	
				17. Use advanced functions/formulas (e.g., payment, future value, statistical)	
				18. Enhance spreadsheets (e.g., shading, borders)	
				19. Use lookup tables	
				20. Demonstrate locking feature	
				21. Demonstrate freezing feature	
				22. Distinguish between relative and absolute cell references	
				23. Create and use named ranges in formulas	
				24. Manipulate spreadsheet data to answer “what if” questions	
				25. Display and format data	
				26. Embed objects in spreadsheets	
				27. Manipulate multiple worksheets in a workbook	
				28. Present spreadsheet data orally to a group	
				Other:	

3	2	1	N	E. Use Database Applications	Notes:
				1. Demonstrate correct use of database terminology	
				2. Create a database	
				3. Manipulate a database (e.g., move, delete, insert, edit)	
				4. Process material using database features (e.g., query, sort, merge)	
				5. Generate and format reports	

				6. Print reports	
				7. Distinguish between different field types (e.g., text, numeric)	
				8. Demonstrate search/find procedures	
				Advanced: 9. Integrate database information with spreadsheet/word processing documents	
				10. Integrate word processing/spreadsheet information with database	
				11. Create table relationships	
				12. Modify database using advanced queries (e.g., combine, calculate, update, duplicate)	
				13. Design and use forms in database	
				14. Use import feature (e.g., database, table)	
				Other:	

3	2	1	N	F. Apply Desktop Publishing Principles	Notes:
				1. Demonstrate correct use of desktop publishing terminology	
				2. Produce documents using text and graphics	
				3. Create and edit page layouts	
				4. Manipulate graphics	
				5. Demonstrate input of data from various sources (e.g., Web, scanner, digital camera)	
				6. Apply design and layout principles to publications	
				7. Set print specifications	
				8. Demonstrate use of drawing tools	
				Other:	

3	2	1	N	G. Use Presentation Software	Notes:
				1. Demonstrate correct use of presentation software terminology	
				2. Produce presentations using text, graphics, and transition	
				3. Enhance presentations using sound and animation	
				4. Create presentations using a template	
				5. Apply design and layout principles to presentations	
				6. Set print specifications for outline, slides, overhead, etc.	
				7. Deliver an oral presentation	
				8. Edit presentations (e.g., move slides, format color)	

				9. Manipulate graphics	
				10. Integrate input from various software applications	
				Other:	

3	2	1	N	H. Explore the Internet	Notes:
				1. Demonstrate correct use of Internet terminology	
				2. Demonstrate principal usages of e-mail	
				3. Demonstrate principal usages of the Internet (e.g., search, locating URLs)	
				4. Describe how businesses use the Internet	
				5. Identify copyright principles (e.g., public domain, copy protection, licensing)	
				6. Evaluate Internet resources	
				Other:	

3	2	1	N	I. Use Multimedia in Applications	Notes:
				1. Define terms related to multimedia	
				2. List hardware requirements for various types of media	
				3. Explain multimedia hardware standards	
				4. Compare categories of multimedia software (e.g., presentation, authoring, animation, sound)	
				5. Compress and decompress zip files	
				6. Identify platform differences (e.g., MAC, Windows, NT)	
				7. List types of files used in multimedia applications (e.g., EPS, GIF, JPG)	
				8. Identify design principles used in multimedia productions	
				9. Download files (e.g., graphics, sound, video, animation)	
				10. Burn CDs	
				Other:	

3	2	1	N	J. Create a Web Page	Notes:
				1. Demonstrate correct use of Web page terminology	
				2. Define Web page design principles	
				3. Evaluate Web page design	
				4. Use software to create a basic Web page	
				Other:	

Certification: Obtain industry standard certification (e.g., Microsoft Office User Specialist (MOUS), Word Perfect)

_____	_____ (Date)
_____	_____ (Date)
_____	_____ (Date)